



Girton Cottontails Preschool

Key Person Job Description

Job summary

- To provide a high standard of physical, emotional, social and intellectual care for all children at Girton Cottontails Preschool
- To give support to other team members throughout Girton Cottontails Preschool
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop
- To build and maintain strong partnerships with parents
- To work within the requirements set out in the Statutory Framework for the Early Years Foundation Stage, setting the standards for learning, development and care for children from birth to five.
- To understand and apply development matters in your work

Key Responsibilities

- Have up to date knowledge of safeguarding issues and be able to identify signs of possible abuse or neglect and respond in a timely and appropriate way
- Plan and operate a programme of learning experiences that meet the individual needs and interests of children in your area in conjunction with other team members
- The preparation and completion of activities to suit each individual child's stage of development and interests
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- Engage in good team working, supporting Early Years Assistants within the team and develop your role within the team especially with regard to the key person approach
- Be a positive role model for parents, children and colleagues in all aspects of personal attitude, presentation and behaviour
- Work as part of a team to ensure effective staff deployment and ratios are met, being flexible on shift patterns to ensure children's safety at all times.
- Help children become familiar with the setting, offer a settled relationship for the child and build a positive relationship with their parents and any other family members
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- Seek to engage and support parents and /or carers in guiding their child's development at home

- To be involved in any overall preschool activities (including out of working hours activities) e.g. training, monthly staff meetings, parent evenings, fundraising events, volunteering etc.
- To be flexible within working practices of the preschool. Be prepared to help where needed, including undertaking certain domestic jobs within the preschool, e.g. preparation of snack meals, cleansing of equipment etc.
- To support the delivery of the preschool quality framework measures.
- Read, understand and adhere to all policies and procedures relevant to your role
- Ensure the well being of children in your care
- Ensure Management and respective parents are notified of a poorly child immediately
- Record accidents and ensure the Duty Nursery Manager has signed the report before the parent receives it.
- Ensure someone known and agreed by the preschool and parent collects the child.
- To respect the confidentiality of all information received
- Supervision of snack and lunch times, ensuring individual requirements are met.
- Ensure meal times are a time of pleasant social sharing
- As a key person sitting with your key children and supporting the development of children's independence and table manners
- To wash and change key children as required
- To ensure good standards of safety, security, hygiene and cleanliness are maintained at all times
- To manage children's behaviour positively, communicate with parents to support the children's developmental needs
- Take part in periodic one to one supervisions which are a two way communication process to monitor performance and development (minimum of one every 12 weeks)
- To attend training identified in your performance reviews or one to ones and any other training courses that are necessary for you to fulfil your role (training may involve travelling to other locations)
- Adhere to the Special Educational Needs Code of Practice to support identified children's needs and ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work. Ensure accident, incident and risk assessment records are maintained to an acceptable level.
- Remain professional at all times with direct and indirect communication

Person Specification

- Understand and celebrate diversity in self and others
- Effective verbal and written communication skills
- Ability to listen and take direction

- Enable and support close attachments with children and families
- Environmentally aware
- Committed to Health and Safety requirements
- Ability to provide an enabling environment for children
- Up to date knowledge of Early Years Foundation Stage (EYFS)
- - Childcare Level 2 E and or above

Qualifications:

- - GCSE's in Mathematics and English
- - Qualified to work in the UK
- - Right to work in the UK
- - Have a sound knowledge of the EYFS and Child Protection/safeguarding procedures and enjoy working with children.